



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	060-14	<b>ISSUE DATE:</b>	May 8, 2014
<b>TITLE:</b>	<b>TECHNICAL ASSISTANT CONTRACT ADMINISTRATION</b>	<b>CLOSING DATE:</b>	May 22, 2014
<b>LOCATION:</b>	Department of Children and Families (DCF) Central Business Office 50 East State Street, 3rd floor Trenton, NJ 08625-0717		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	A16
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$40,521.03- \$57,009.03

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under supervision, monitors and performs the review of routine financial contracts and contract applications to ensure compliance with and adherence to prescribed contracting policies, procedures and regulations; does related work.

### REQUIREMENTS

**EDUCATION:** Completion of two (2) years in an accredited college (60 credits) or an Associate of Arts degree.

**EXPERIENCE:** One (1) year of experience in the various phases of contract monitoring, financial management and analysis, social services administration and/or budget and management operations in a governmental or business entity.

**NOTE:** Additional experience as stated may be substituted for the educational requirement on a year for year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### Electronic Filing:

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Zina McCleese, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, New Jersey 08625**